

Joint Committee on Corrections

Information for Legislative Institutional Visits

Facility Name: Potosi Correctional Center				
Custody Level	C-5		Warden	Troy Steele
Total Acreage	128.77		Address	11593 State Highway O
Acreage w/in Perimeter	35			Mineral Point, MO 63660
Square Footage	314,663		Telephone:	573-438-6000
Year Opened	1989		Fax:	573-438-6006
Operational Capacity/Count (as of December 24, 2014)	922/918			
General Population Beds (capacity and count as of December 24, 2014)	584/576		Deputy Warden	Cindy Griffith, DWOM
Segregation Beds (capacity and count as of December 24, 2014)	182/165		Deputy Warden	Jamie Crump, DWO
Treatment Beds (capacity and count as of December 24, 2014)	46/45		Asst. Warden	Teri Lawson
Work Cadre Beds (capacity and count as of December 24, 2014)	90/86		Asst. Warden	Teri Lawson
Diagnostic Beds (capacity and count as of December 24, 2014)	N/A		Major	Greg Dunn
Protective Custody Beds (capacity and count as of December 24, 2014)	46/46			

1. Capital Improvement Needs:

- a. How would you rate the overall condition of the physical plant of the institution? **The overall condition of the physical plant is considered fair.**
- b. What capital improvement projects do you foresee at this facility over the next six years?
The following projects are on file in the Capital Improvements Office:
 - 1) **Department Priority 0 – Replace emergency generators. Current cost \$427,626.00.**
 - 2) **Department Priority 3 – Replace the electronic door control system. Current cost \$359,221.00.**
 - 3) **Department Priority 11 – Replace Building Automated system, air lines and control wiring. Current cost \$1,062,750.00.**
 - 4) **Department Priority 34 – Replace exterior lighting with energy efficient lighting. Current cost \$500,849.00.**
 - 5) **Department Priority 90 – Replace heat system piping, heating and cooling coils. Current Cost \$3,079,920.00.**
 - 6) **Department Priority 90 – Remove and replace vinyl tile in Administration Building. Current cost \$469,094.00.**
 - 7) **Department Priority 90 – Research and address the cause of excessive moisture in Housing Units 5 and 6 during the heating season. Current cost \$258,744.00.**

8) Department Priority 90 – Replace existing elevators. Current cost \$630,422.00.

9) Department Priority 90 – Renovate showers and restrooms in Housing Unit 7. Current cost \$205,950.00.

10) Department Priority 90 – Repair asphalt parking lot and Perimeter road. Current cost \$297,283.00.

11) Department Priority 90 – Replace Power Plant water softener system. Current cost \$93,776.00.

12) Department Priority 90 – Replace heating and cooling units for Housing Unit 7. Current cost \$81,180.00.

- c. How critical do you believe those projects are to the long-term sustainability of this facility?
All of the above listed projects are important to either the security or operation of this facility.

2. Staffing:

- a. Do you have any critical staff shortages? **Custody staffing has been critical for several years, and to meet safety minimums, overtime is often necessary to ensure the public safety.**
- b. What is your average vacancy rate for all staff and for custody staff only? **For custody staff the vacancy rate is about 14%. This number is derived from a formula that considers there are 205 COI positions at PCC, and we have hired 30 COI's during this calendar year. At any given time, there are about 2% of the COI positions that are vacant, awaiting the hiring process. For all staff the vacancy rate is an average of 1%.**
- c. Does staff accrual or usage of comp-time by staff effect your management of the institution? **Overtime is often necessary to meet the minimal staffing pattern. In turn, extensive efforts are dedicated to ensure shift supervisors are fiscally responsible when assigning overtime.**
- d. What is the process for assigning overtime to staff? **Overtime is usually on a volunteer basis. However, during times when many vacancies are needed (such as inclement weather), it is assigned by way of a "revolving list" that is seniority based.**
- e. Approximately what percentage of the comp-time accrued at this institution does staff utilize as time off and what percentage is paid-off? **Approximately 68% of comp time accrued is paid off; 32% is used.**
- f. Is staff able to utilize accrued comp-time when they choose? **Generally, they do. This does however, depend on the dates requested. I would estimate that about 15% of the time requested is denied due to staff numbers of the date selected.**

3. Education Services:

- a. How many (and %) of inmate students at this institution are currently enrolled in school? **This is a voluntary program. We currently have six (6) offenders (.006%) attending classes to earn their HST.**
- b. How many (and %) of inmate students earn their GED each year in this institution? **Approximately 9 offenders (.01%) earn their HSTs each year.**
- c. What are some of the problems faced by offenders who enroll in education programs? **Learning disabilities, age, no internet access, schoolwork interfering with extra curricular activities, limited space and movements.**

4. Substance Abuse Services:

- a. What substance abuse treatment or education programs does this institution have? **We offer N/A and A/A on a volunteer basis or as part of a program plan.**
- b. How many beds are allocated to those programs? **No beds are allocated for drug treatment offenders.**

- c. How many offenders do those programs serve each year? **30 to 60 (depends on participation).**
- d. What percent of offenders successfully complete those programs? **Offenders do not successfully complete as NA and AA are ongoing programs without completion.**
- e. What, in your opinion, is the biggest challenge to running a treatment program in a prison setting? **Lack of qualified staff and volunteers to teach these programs.**

5. Vocational Programs:

- a. What types of vocational education programs are offered at this institution? **The only vocational program offered is by Missouri Vocational Enterprises (MVE), and they are on the job training hours.**
- b. How many offenders (and %) participate in these programs each year? **We currently have 33 offenders participating in on the job training.**
- c. Do the programs lead to the award of a certificate? **While offenders work they accumulate OJT hours. Once they have accumulated 2,000 OJT hours they receive a certificate.**
- d. Do you offer any training related to computer skills? **MVE does not offer any training related to computer skills. However, computer training offered by VIC's and offender tutors is utilized in the MVE for lay-out, programming and operation of a precision plasma-arc metal cutting machine.**

6. Missouri Vocational Enterprises:

- a. What products are manufactured at this institution? **MVE Tube Bending Factory manufactures various farm products, hunting products, which include deer stands, cattle panels/gates as well as miscellaneous steel fabricated products such as barbecue grills, chair frames and special projects on request, i.e., pull carts, ramps, bird feeders and plant hangers.**
- b. How many (and %) of offenders work for MVE at this site? **There are currently 33 offenders working at this site which is .0358%.**
- c. Who are the customers for those products? **State agencies, non-profit organizations and individual state employees all purchase products from MVE Tube Bending Factory.**
- d. What skills are the offenders gaining to help them when released back to the community? **Offenders working at MVE Tube Bending Factory acquire various steel fabrication skills such as welding, steel tube bending, cutting, small machine set-up and operation and inspection. Offenders in clerical positions become proficient in accounting, planning and expediting of goods and services. Finally, all offender employees are required to take courses in computer literacy and workplace essentials (resume building, personal conduct in the workplace, time management, etc.)**

7. Medical Health Services:

- a. Is the facility accredited by the National Commission on Correctional Health Care? **Yes**
- b. How many offenders are seen in chronic care clinics? **623**
- c. What are some examples of common medical conditions seen in the medical unit? **Hypertension, Diabetes, Common Colds, Hepatitis C, Heartburn, Athletes Foot, Hernia, Cancer, Asthma, COPD, Seizures, Headaches, Lacerations, Fractures, Joint injuries.**
- d. What are you doing to provide health education to offenders? **Education is completed during chronic care visits for the appropriate disease process. We also have an annual offender health fair with educational material provided. Education sheets are provided for appropriate diagnosis when an offender is seen in sick call. Worksheets are available for medications explaining uses, side effects, etc.**

- e. Have you had any cases of active Tuberculosis in this facility in the past year? If so, how did you respond? **We have had no active TB cases this year.**
- f. Is the aging of the population effecting health care in prisons as it is effecting health care every where else? **Yes.** If yes, please explain: **We have a 12 bed infirmary and at any given time we have 4-6 or more permanent patients. These are mostly patients who for whatever health reason or age can not function in a housing unit. This decreases the amount of beds we have to treat acutely ill patients.**

8. Mental Health Services:

- a. How do offenders go about obtaining mental health treatment services? **Health Services Request (HSR); Referral from medical physician; referral from Qualified Mental Health Professional (QMHP); or if classified as a need by Diagnostic Reception Center when entering Department of Corrections.**
- b. How many successful suicides (and %) occurred here in the past year and what is being done to prevent suicides? **There were no successful suicides this past year. There were however two SR-3's, very serious attempts this year. We continue to take advantage of the installed cameras in Housing Unit One and Housing Unit Two. We also work with training department to provide suicide intervention classes for ALL staff.**
- c. Approximately how many (and %) of the offenders in this institution are taking psychotropic medications? **221 offenders total are taking psychotropic medications which is approximately 24% of the offender population.**
- d. How many offenders in this facility are chronically or seriously mentally ill and what is being done for them? **As mentioned above, we currently have 221 offenders who are being prescribed psychotropic medications. Currently, we have approximately 260 offenders in the chronic care case load which reflects 39 offenders who are being monitored after medications have been discontinued or who are in our special Needs Unit (SNU) that do not take any medications. Of those that are not in SNU, they will be monitored for a period of time and discharged from chronic care clinic if they remain stable. Of the 260 we currently have 11 who are on involuntary medication status which is reviewed every six months. All offenders are seen by the Qualified Mental Health Professional (QMHP) every 30 days. MH-4's are seen by the psychiatrist every 30 days, and MH-3's are seen by the psychiatrist every 90 days. Those on involuntary medications are seen by the psychiatrist every 2 weeks and those in SNU are also reviewed by the treatment team every 30 days. The Special Needs Unit (SNU) offers realistic and functional training to offenders diagnosed as mentally retarded/developmentally disabled in the least restrictive environment possible. The 46 bed single man cell Special Needs Unit also provides security while promoting optimal adjustment to the institutional life and/or transition back to society.**

- 9. What is your greatest challenge in managing this institution? **1) Deterioration of vehicle fleet; 2) Resources required for compliance with PREA; 3) With retirement and advancement resulting in large turnover of staff, mentoring and training new staff is essential.**

- 10. What is your greatest asset to assist you in managing this institution? **Senior staff and support from administrative staff at Central Office.**

11. What is the condition of the facilities' vehicle fleet? (mileage, old vehicles etc?)

<u>LICENSE #</u>	<u>ASSIGNMENT</u>	<u>MILEAGE</u>	<u>STATUS</u>
13-0400	Pool	153,009	High mileage
13-0405	Pool	127,111	Operates OK, needs paint.
13-0408	Dump Truck	20,913	Operates but in rough condition.
13-0409	Vehicle Perimeter	165,515	High mileage, needs paint.
13-0412	CTU Secure Car	83,465	OK
13-1024	Chevy Truck	10,750	Good condition.
13-0417	Pickup	85,559	Very rough condition, transmission getting weak.
13-0051	Dodge Mini van	10,710	OK.
13-0882	Jeep/Bed Weather	108,700	Very rough condition, used only for snow VP.
13-0231	Van-Multi Purpose	128,034	Rough condition.
32-0278	Mini Van/Secure	106,694	OK
13-0284	Vehicle Perimeter	184,287	High mileage, needs paint.
13-0411	CTU Handicap Van	43,861	OK
13-0723	CTU Secure Car	96,278	OK
13-0780	CTU Secure Car	160,417	High mileage.
13-0786	CTU Secure Car	102,375	OK
13-0796	CTU Secure Car	122,444	Bad paint.
13-0810	CTU Secure Car	37,246	OK
32-0281	Mail Van	235,930	High mileage, several service lights on.
13-0898	Ford Box Truck	83,004	OK

We had four vehicles breakdown this year. These vehicles had to be towed due to high mileage and age of vehicles. We maintain normal preventive maintenance on our fleet of vehicles but considering that they have high mileage on them when handed down from other state agencies staff are not overly confident in them when leaving the facility.

12. Assess the morale of your custody staff; high, medium, or low and please provide detailed explanation. **I would categorize the morale of the Custody Staff as "medium". However, we ask more of our custody officers every day and expect a higher level of professionalism from them. Reductions in employee benefits over the past few years and scarce/small increases in pay are the primary reasons that morale is not higher.**

13. Caseworkers:

- A. How many caseworkers are assigned to this institution? **1 Case Manager III, 10 Case Manager II's, 1 Case Manager I, 2 Classification Assistants.**
- B. Do you currently have any caseworker vacancies? **No.**
- C. Do the caseworkers accumulate comp-time? **Case Managers are required to utilize flex time to avoid compensatory time.**
- D. Do the caseworkers at this institution work alternative schedules? **Case Managers will flex their work schedules to meet the needs of their respective housing unit.**
- E. How do inmates gain access to meet with caseworkers? **Offenders in General Population access the case manager through daily office hours. Administrative Segregation offenders access the case manager during rounds conducted at the cell door.**

Average caseload size per caseworker? **85**

- # of disciplinary hearings per month? **235**
- # of IRR's and grievances per month? **135**
- # of transfers written per month? **15**
- # of re-classification analysis (RCA's) per month? **75**

E. Are there any services that you believe caseworkers should be providing, but are not providing? **All services sanctioned by the Department of Corrections are being offered by PCC Case Managers.**

F. If so, what are the barriers that prevent caseworkers from delivering these services? **N/A**

G. What type of inmate programs/classes are the caseworkers at this institution involved in?

Impact Crime on Victims; Anger Management; Pathways to Change; Inside/Out Dads, Transition Training; ES/LS and Anthony Robbins.

H. What other duties are assigned to caseworkers at this institution? **Grievance Officer, Puppies for Parole, Offender Photo and I.D. Updates; Potosi Reintegration Unit and Restorative Justice.**

14. Institutional Probation and Parole officers:

A. How many parole officers are assigned to this institution? **One full time Parole Officer.**

B. Do you currently have any staff shortages? **No.**

C. Do the parole officers accumulate comp-time? **Yes.**

D. Do the parole officers at this institution flex their time, work alternative schedules? **Yes.**

How do inmates gain access to meet with parole officers? **This depends on the housing unit, 1 thru 4 the officer goes to the housing unit and/or responds to kites, 5 thru 6 the offender reports to the office and/or the officer responds to kites; Housing Unit 7 the officer meets in the housing unit and/or responds to kites. d written form that is placed in the offender's daily mail.**

Average caseload size per parole officer? **One officer is assigned the entire population, approximately 900 inmates.**

- # of pre-parole hearing reports per month? **On average 12.**
- # of community placement reports per month? **On average 6.**
- # of investigation requests per month? **On average 11.**

E. Are there any services that you believe parole officers should be providing, but are not providing? **More involvement with private home plan placement.**

F. If so, what are the barriers that prevent officers from delivering these services? **Workload and non-compliance/lack of effort by inmate.**

G. What type of inmate programs/classes are the parole officers at this institution involved in? **Pre-release classes.**

15. Please list any other issues you wish to discuss or bring to the attention of the members of the Joint Committee on Corrections. **With the age of our institution we are beginning to have some maintenance issues with infrastructure. We are also losing staff due to inequitable pay compared to private sector. Many staff are seeing minimum wage increasing but not seeing any increase in their salaries proportionately.**

16. Does your institution have saturation housing? If so, how many beds? **Effective January 1, 2010 forty-one (41) offenders were added as saturation to our operating capacity increasing it to 903. Our operating capacity is now 922.**

17. Radio/Battery Needs:

- a. What is the number of radios in working condition? 283 working handheld radios and 4 that are awaiting repair. PCC has a relatively new radio system that is in good repair.**
- b. Do you have an adequate supply of batteries with a good life expectancy? Yes, battery numbers are adequate and hold charge that is sufficient for several shifts.**
- c. Are the conditioners/rechargers in good working order? Yes**